



**SYLVAN TOWNSHIP**

**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**July 13, 2023 7:00 PM**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Chair Dave Johnson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison, Greg Bennett and Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

**Agenda:** Scott Hendrickson moved **to approve the agenda**, seconded by Dave Skogen and the motion carried.

**Minutes:**

**June 8, 2023 PC Meeting amend/approve:** Scott Hendrickson **moved to approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

**Josh Jeziorski, 2615 Wilderness Drive, Pillager MN:** Josh is present tonight as he is looking at starting a short-term rental at the above address. Dave Johnson, PC Chair and Greg Bennett, Board Liaison, suggested he wait until after the public hearing regarding changes to the STR Ordinance which is on Thursday, July 20, 2023. They also suggested he attend the public hearing for input. After the Ordinance has been approved, he will return with his paperwork.

**Correspondence Received:**

**Cass County Residential Permit Log – June 2023:** There were 10 building permits which consisted of 1 home, 2 buildings, 3 garages, 1 deck, 1 AFT lean to, 1 lean to, 1 softball dugout and 1 Variance.

**Dave Skogen Variance:** An application was submitted to construct a 22'x24' garage to be attached to the residence by a 8'x20' breezeway. No Planning Commission member attended the site visit. Dave Skogen stated the Variance was approved with conditions and that his new driveway will direct rainwater away from the lake, which is an improvement over the current orientation/slope.

**Correspondence Sent:**

None

## **Reports:**

### **Greg Bennett, Town Board Liaison**

1. Brian Smith was in attendance regarding the Town Board oath of office and other issues.
2. Residents from 135<sup>th</sup> St. were present regarding the Township taking over their road. Greg stated he will be meeting with them on July 25, 2023.
3. Shared road agreements have been signed.
4. The three (3) roads in Bigwater have been approved to be worked on.
5. Sylvan Township and City of Pillager had a meeting with MN DOT regarding a roundabout on Hwy.210 and County Rd 1 going into Pillager, they will have to pay for a portion of the roundabout. They may also speak with Dollar General in regard to financial support.
6. Looking for a seasonal maintenance person to take over Dave Johnson's position.

**Previous Board Minutes:** You received in your packets, please read them over for your information.

## **Old Business:**

**Comp Plan:** There was discussion regarding rewriting the Comp Plan. It was decided to go through the Comp Plan but will use some of Vickie's draft language. The PC members reviewed the Land Use Plan section pages 47-64 and removed some sections and changed verbiage. The PC members stated a lot of the verbiage was repeated on different pages. There was discussion regarding keeping just the bullet points in each section. Vickie will work on those pages and bring back to the next Planning Commission meeting. The Planning Commission members will continue with the next part of the Land Use section of the Comp Plan next month.

**Sylvan Lake Park:** Dave met with Wiley Buck, Great River Greening, St. Paul, at Sylvan Park. Wiley stated there may be money available to help with the project. Wiley will talk to Andrew, CWSW, who emailed Dave stating he has been out at the park, and it would be ok to mow the site at 6" and remove the bud caps and reapply in October. Andrew noticed clover, different coneflowers, milkweed, black-eyed susan and hoary vervain. He did not see any thistle or tansy but was concerned about London false rocker, hoary alyssum and rabbit-foot clover. Dave stated mid-August or later summer need to refurbish some of the trails, reseed them, till edges and rake out then in the fall reseed along the trails in the pit area.

**New Business: None**

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Scott Hendrickson moved **to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 8:55 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC Member Terry Quick approved the minutes as presented, seconded by Vickie Kettlewell and the motion carried.

Date: 8-10-23